

Business Checklist of Relevant Commercial Licenses and Permits

Permit/License	When do I need this?	Lead Department	Fee	Typical Review Time	Do I need this? (Yes/No)
Aquifer Special Permit	Storing hazardous material and/or liquid petroleum products or using outside diesel-powered generators in an aquifer protection district	Code Enforcement 781-275-7446	None	1 month ¹	
Biosafety Regulations Permit	Using regulated biological agents according to Zoning Bylaw	Board of Health 781-275-6507	\$500	1 month	
Building Permit	Renovating or constructing a new building or structure	Code Enforcement 781-275-7446	\$10 per \$1,000 of the value of work	21 days	
Business Certificate	Opening a new business not using a Corporate Name	Town Clerk 781-275-0083	\$35; Renewal every 4 years: \$20	Same day	
Certificate of Inspection	Annual inspection for large lecture halls, cafeterias, restaurants and restaurants with liquor licenses	Code Enforcement 781-275-7446	Varies (check with Code Enforcement)	1 week	
Certificate of Occupancy/Use	After a business permit is issued and/or moving into an existing vacant tenant space	Code Enforcement 781-275-7446	\$50	2 weeks	
Demolition Permit	Prior to demolishing a building (buildings built before 1943 require review by the Historic Preservation Commission according to Bedford Bylaw .)	Code Enforcement 781-275-7446 Board of Health 781-275-6507	\$10 per \$1,000 of the value of the building	2 weeks	
Fire Plan Review Permit	Before getting a building permit	Fire Department 781-275-5266	\$100 ²	2 weeks	
Fire Alarm Permit and/or Fire Protection Permit	After building permit is issued and during construction	Fire Department 781-275-5266	\$100 ²	2 weeks	
Food Plan Review Permit Application	Opening a business serving food	Board of Health 781-275-6507	\$150 ³ ; Yearly renewal: \$150	1 month	
Food/ Common Victuallers License	Opening a business or hotel serving food	Selectmen/Town Manager 781-275-1111	\$50; Yearly renewal: \$50	1 month ¹	
Food Event Application	Preparing or distributing food at a social event/function	Board of Health 781-275-6507	\$25 (No charge for non-profits)	1 week	
Grease Trap	Businesses with a commercial-grade kitchen	Public Works 781-275-7605	None	2 days	
Hazardous Materials Storage Permit	Storing materials that are hazardous (flammable and combustible liquids).	Fire Department 781-275-5266	\$50	2 weeks	
Hazardous Materials Contingency Plan	Contingency Plan needed as per Control and Hazardous Materials Bylaw	Board of Health 781-275-6507	\$200; ⁴ Yearly renewal \$25	5 weeks	
Historic District Review	Changing the exterior elements or building exterior within the Historic District	Historic District Commission 781-275-7446	\$15	1 month	

Permit/License	When do I need this?	Lead Department	Fee	Typical Review Time	Do I need this? (Yes/No)
Home Occupation Permit	Starting a home business	Code Enforcement 781-275-7446	n/a	Same day	
Liquor License	Serving or selling alcohol	Selectmen/Town Manager 781-275-1111	\$2,250 ⁵ ; Yearly renewal: \$100	1 month ¹	
Liquor One Time Use	Serving alcohol for a one-time event (up to one per year)	Selectmen/Town Manager 781-275-1111	\$35	1 month ¹	
Limo and Livery Service	Opening a taxi or limo service	Selectmen/Town Manager 781-275-1111	\$25; Yearly renewal: \$25	1 month ¹	
Sign Permit	Constructing/posting a new sign for your business	Code Enforcement 781-275-7446	\$10 (per \$100 cost of sign)	10 days	
Sign Temporary	Installing Special Event signs at designated locations	Selectmen/Town Manager 781-275-1111	n/a	Same day	
Site Plan Review	Developing a site as determined by use according to Zoning Bylaw	Planning Department 781-275-1548	\$150	1 month	
Special Permit	Developing or redeveloping a property in certain districts according to Zoning Bylaw	Code Enforcement 781-275-7446 ⁷ Planning Department 781-275-1548 ⁷	\$200 (Commercial) \$400 (Industrial)	8 weeks	
Street Opening Permit	Proposing a new street or changes to signage/traffic signals in public roads ⁸	Public Works 781-275-7605	\$50	2 days	
Tobacco Sales	Selling tobacco	Board of Health 781-275-6507	\$100	1 month	
Used Car Dealership/Class 1 and Class 2 License	Selling used cars	Selectmen/Town Manager 781-275-1111	\$100; Yearly renewal: \$100	1 month	
Water and Sewer connections	To obtain a water/sewer connection	Public Works 781-275-7605	Water: \$50 inspection fee; ⁹	2 days	
Wetlands Determination and/or Notice of Intent (NOI)	Work within 100 feet of Wetland Resources	Conservation Commission 781-275-6211	Varies ¹⁰	14 days (Determination) 21 days (NOI)	
Zoning	To check the locations where your business is allowed under the Zoning Bylaw	Code Enforcement 781-275-7446	n/a	Same day	

Note: Typical review times are approximate and may be longer depending on the complexity of the project and whether application materials are complete.

1. Selectmen approval needed.
2. \$100 (up to 20,000 s.f.); \$200 (over 20,000 s.f.).
3. \$150 for establishments with up to 100 seats up to \$550 with over 400 seats. Mobile food establishments: \$25 to \$100; retail food from \$20 for small scale to \$300 for supermarket.
4. Review and changes to contingency plan is \$300.
5. Package store fee is \$2,250; restaurant fee is \$3,500; hotel fee is \$4,000.
7. The Zoning Board of Appeals grants special permits for wireless facility, funeral home, restaurant, auto service station, and take-out retail uses. The Planning Board grants special

permits for mixed uses under the Industrial Mixed Use Overlay district, or other overlay districts.

8. Selectmen approval may be needed for public road signage/traffic signals.
9. \$50 second meter fee; Sewer: \$200 inspection fee per residential service; \$1000 inspection fee per non-residential service; \$5000 connection fee per dwelling unit or equivalent sewer unit.
10. Fees vary for Notice of Intent. Applicants must pay for legal notice in newspaper.